

## CHART OF ACCOUNTS

### 3-0600.00 EXPENDITURE AND OTHER FINANCING USES

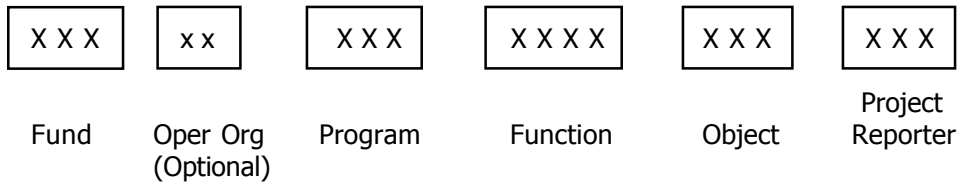
#### 3-0600.10 EXPENDITURE AND OTHER FINANCING USES ACCOUNT STRUCTURE

Expenditure and other financing uses accounts have a normal debit balance and are used to describe all of the financial resources used during a fiscal year.

These accounts are nominal accounts and always begin each fiscal year with a zero balance. During the fiscal year, school districts have the option of recording the total debits and credits in these accounts on a monthly basis to the 802 Expenditure and Other Financing Uses Control account. When the 802 control account is used, the total of all subsidiary expenditure and other financing uses account balances must equal the balance in the 802 control account. This is usually checked on a monthly basis.

At the end of the fiscal period, the subsidiary expenditure and other financing uses accounts **or** the 802 Expenditure and Other Financing Uses Control account are transferred ("closed out") to 970 Unreserved Fund Balance. Expenditure and other financing uses accounts appear in the operating statement prepared at the close of the fiscal year.

The account structure for expenditure and other uses accounts includes the following dimensions:



**Fund** - The fund numbers are described in detail in Section 3-0200.10 of this manual.

**Operational Unit Dimension.** The operational unit has several common usages for school districts: (1) to identify attendance centers, (2) as a budgetary unit designator, and (3) as a means of segregating costs by building structure.

This code is designed to be used primarily at the discretion of the individual school district. Some districts may desire to account for costs by physical structure (building). An example of this is shown below.

- 01 Central Administration Building
- 11 Anderson Elementary
- 12 Ryan Elementary
- 13 Bryant Elementary
- 14 Central Elementary
- 15 Hawthorne Elementary
- 16 Jefferson Elementary
- 21 Washington Junior High
- 22 Lincoln Junior High
- 31 Central High School
- 32 East High School

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### 3-0600.10 EXPENDITURE AND OTHER FINANCING USES ACCOUNT STRUCTURE (cont'd)

**Program Dimension** - A program is a plan of activities and procedures designed to accomplish a predetermined objective or set of objectives. This dimension provides the school district the framework to classify expenditures by program for cost determination purposes. Programs are classified in the following broad categories:

- 100 Regular Programs
- 200 Special Programs and Federal and State Grants
- 300 Vocational Programs
- 400 Other Instructional Programs
- 500 Non-Public School Programs
- 600 Adult Education Programs
- 700 Extracurricular Programs
- 800 Community Services Programs
- 900 Enterprise Programs

**Function Dimension** - The function dimension describes the type of activity within fund and program. It includes the area subfunctions, activities, and subactivities performed to accomplish general objectives. Expenditures are classified by function to provide comparability between communities and states and to assist in decision making. Functions are classified in the following broad categories:

#### **Current Expenditures / Functions 1000 - 3000**

- 1000 Instruction
- 2100 Support Services - Students
- 2200 Support Services - Instructional Staff
- 2300 Support Services - General Administration
- 2400 Support Services - School Administration
- 2500 Support Services - Business Services
- 2600 Support Services - Operations and Maintenance of Plant
- 2700 Support Services - Student Transportation
- 2800 Support Services - Central
  
- 3100 Non-Educational Services - Food Services
- 3200 Non-Educational Services - Other Enterprise Services
- 3300 Non-Educational Services - Community Services
- 3400 Non-Educational Services - Extracurricular Activities
- 3500 Non-Educational Services - Extracurricular Athletics

#### **Facilities Acquisitions, Debt Service, and Other Financing Uses / Functions 4000 - 6000**

- 4000 Facilities Acquisitions
- 5000 Debt Service
- 6000 Other Financing Uses

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### **3-0600.10 EXPENDITURE AND OTHER FINANCING USES ACCOUNT STRUCTURE (cont'd)**

**Object Code Dimension** - The object code refers to the good or service obtained. Objects are classified in the following broad categories:

Current Expenditures:

- 100 Personal Services—Salaries
- 200 Personal Services—Employee Benefits
- 300 Purchased Professional and Technical Services
- 400 Purchased Property Services
- 500 Other Purchased Services
- 600 Supplies and Materials
- 700 Property and Equipment Acquisition
- 800 Other Expenditures

Adjustments to Beginning Fund Balance:

- 892 Material Prior Period Expenditure Adjustments

Other Uses of Funds:

- 900 Other Uses of Funds

### **3-0600.20 Project Reporter Dimension**

See Topic 6-0500.30

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### 3-0600.30 EXPENDITURE PROGRAM DEFINITIONS

**Program Dimension.** A program is a plan of activities and procedures designed to accomplish a predetermined objective or set of objectives. Nine broad program areas are identified in this manual: regular education, special programs, vocational education, other instructional, non-public school, adult/continuing education, extracurricular activities, community services, and enterprises programs. Federal and state grants are also included within the various broad program areas.

Code	Expenditure Program Definition
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<b>100</b>	<b>Regular Education Programs - Elementary/Secondary.</b> Activities designed to provide grades K-12 students with learning experiences to prepare students for activities as citizens, family members, and non-vocational workers as contrasted with programs designed to improve or overcome physical, mental, social and/or emotional handicaps.
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Use 100, or use Optional Programs:

110	Kindergarten
120	Elementary
130	Middle School
140	Junior High (Grades 7-9)
150	Secondary
160	District-wide

**Special Programs.** Activities designed primarily to deal with pupils having special needs. Special Programs include pre-primary, elementary, and secondary services for the gifted and talented, mentally retarded, physically disabled, emotionally disturbed, culturally different, learning disabled, bilingual students, and special programs for other types of students. See Program codes 400 and 600 for State or Federal Grants or Loans.

210	<b>Reserved.</b>
220	<b>Reserved.</b>
230	<b>Reserved.</b>
240	<b>Reserved.</b>
250	<b>Reserved.</b>

260	<b>Bilingual.</b> Activities for those students from homes where the English language is not the primary language spoken. This program should be used with state and federal bilingual grants.
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261	<b>Foreign Language Education</b>
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262	<b>Emergency Immigrant Education.</b> A federal grant program to assist immigrants.
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### 3-0600.30 EXPENDITURE PROGRAM DEFINITIONS (cont'd)

Code	Expenditure Program Definition
	<b>State and Federal Grants or Loans</b> - See Programs 400 and 600, also.
263	<b>Federal Title 1 Grant - Even Start/Migrant</b> (was Ch 1)
270	<b>Gifted and Talented.</b> Activities designed for students identified as being mentally gifted or talented. Used with state and federal gifted and talented grants.
271	<b>State and Federal Aggregate of Reimbursements/Indirect Costs</b> - Section 20-9-507, MCA
274	<b>State Audiology Contracted Services</b>
277	<b>Federal Individuals with Disabilities Education Act (IDEA) Part B Grant</b> (was EHA-B)
278	<b>Federal Individuals with Disabilities Education Act (IDEA) Part D Grant</b> (was EHA-D)
279	<b>Federal Individuals with Disabilities Education Act (IDEA) Preschool Grant</b>
280	<b>Special Education - Local and State.</b> Services to students which meet the Federal IDEA definition of special education. (Services to 504 students who do not meet the federal IDEA definition should be coded to expenditure program 1XX.)
285	<b>Federal AIDS Education Grant</b>
286	<b>Federal Drug Free Grant</b> (Title IV)
287	<b>Federal Johnson O' Malley Grant (JOM)</b>
288	<b>Federal Eisenhower Professional Development Grant</b> (Title II) See Exp Program 440 for SIMMS grant.
289	<b>Federal Title VI Grant - Regular Programs</b> (was Ch 2)
290	<b>Federal Title I Grant - Even Start\LEA</b>
291	<b>Federal Title I Grant - Educationally Deprived/Compensatory Education Low Income</b>
292	<b>Federal Title I Grant - Handicapped</b>
293	<b>Federal Title I Grant - Delinquent</b>
294	<b>Federal Title I Grant - Capital Expenses</b>
295	<b>Federal Title I Grant - Program Improvement</b>
296	<b>Federal Title I Grant - Migrant Education</b>
297	<b>Federal Title I Grant - Correctional</b>
298	<b>Miscellaneous OPI and Non-OPI State Grants/Loans</b> - to account for grants or loans received from OPI and state agencies other than the Office of Public Instruction. In-State Day Treatment Grant (Source 3290) Montana Heritage Grant (U of M Foundation Source 1920)
299	<b>Miscellaneous OPI and Non-OPI Federal Grants/Loans</b> - to account for federal grants or loans received directly from federal agencies, other state agencies, or the Office of Public Instruction. 47.076 "STEP" - Systemic Teacher Excellence 84.060 Federal Indian Education (CFDA #84.060) 84.158A Montana Systems Change for Transition Services for Youth with Disabilities 84.318X Technology Literacy Challenge Grant

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### 3-0600.30 EXPENDITURE PROGRAM DEFINITIONS (cont'd)

Code	Expenditure Program Definition
	<p><b>Vocational Programs.</b> Activities that provide elementary and high school students with the opportunity to develop the knowledge, skills and attitudes needed for employment in an occupational area. Vocational education programs are also identified with a six digit Classification of Instructional Program (CIP) Code - e.g. 01.XXXX designates agriculture programs. The CIP code for vocational education cooperative programs is 50.XXXX. To designate vocational education cooperative programs in the program dimension, the digit 5 should be used as the third digit (3X5) - e.g. a business co-op would be coded 365.</p>
300	<p><b>State Vocational Education, Entitlement.</b> May be used instead of program numbers 310-350 below.</p>
310	<p><b>Agriculture.</b> Activities that enable students to acquire the background, knowledge, and skills necessary to enter a wide range of agriculturally related occupations. (Classification of Instructional Programs (CIP) Code 01.XXXX)</p>
320	<p><b>Marketing (Distributive) Education.</b> Activities that prepare students to perform activities that direct the flow of goods and services, including their appropriate utilization, from the producer to the consumer. (CIP Code 08.XXXX)</p>
330	<p><b>Health Occupations.</b> Activities that provide students with the knowledge, skills and understanding required by occupations that support the health professions. (CIP Code 17.XXXX)</p>
340	<p><b>Home Economics.</b> Activities that enable students to acquire knowledge and develop understanding, attitudes, and skills relevant to personal, home, and family life, and to home economics occupations. (CIP Code 20.XXXX)</p>
341	<p><b>Occupational.</b> Activities that prepare students with knowledge, understanding and skills necessary to enter home economics occupations. (CIP Code 20.XXXX)</p>
342	<p><b>Consumer and Homemaking.</b> Activities that prepare students to acquire knowledge and develop understanding, attitudes and skills relevant to personal, home and family life. (CIP Code 20.XXXX)</p>
350	<p><b>Technology Education/Industrial Arts.</b> Activities that develop a student's understanding about all aspects of industry and technology. These include experimenting, designing, constructing, and evaluating; using tools, machines, materials; and using processes which may help individuals make informed and meaningful occupational choices, or may prepare them to enter advanced trade and industrial or technical education programs. (CIP Code 21.XXXX)</p>

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### 3-0600.30 EXPENDITURE PROGRAM DEFINITIONS (cont'd)

Code	Expenditure Program Definition
360	<b>Office Occupations.</b> Activities that prepare, upgrade, or retrain students for selected office occupations. (CIP Code 07.XXXX)
380	<b>Trades and Industrial.</b> Activities that prepare students for initial employment in a wide range of trade and industrial occupations. (CIP Code 40.XXXX)
	<b>Carl Perkins Vocation Education Federal Grants</b>
391	Carl Perkins-Title 2-Basic Grant (Project ##-81-####-BG###) CFDA #84.048A
392	Carl Perkins-Title 2-Competitive Grant (Project ##-82-####-#####) CFDA #84.048A
395	Carl Perkins-Title 3E (Project ##-85-####-TP###) CFDA #84.243A
399	Miscellaneous Federal Vocational Education Grants School to Work (CFDA #17.251 Source 4700)

**Other Instructional Programs/Federal or State Grants.** Activities that provide grades K-12 students with learning experiences not included in the Program codes 100, 200, and 300. The 400 series of program numbers are also used for other Federal and state grants. See Program 400 and 600, also.

410	<b>Summer School.</b> Instructional activities for students operated during the summer outside the regular school term.
420	<b>Distance Learning.</b> Costs of providing distance learning opportunities.
421	<b>Montana Educational Telecommunications Network (METNET).</b>
422	<b>STAR Schools.</b>
430	<b>Serve America/Succeed.</b>
440	<b>SIMMS-</b> Mathematics Education/Systemic Initiative for Montana Mathematics (SIMMS). This program number should be used for the Federal portion granted by the universities, the matching state grant from OPI, and any local match. Use project reporter number to identify each grant separately.
441	<b>One-Time Only State Entitlement (HB47—FY98 &amp; FY 99)</b>
450	<b>Framework for Aesthetic Literacy</b> (CFDA #84.215G Source 4600)
451	<b>Learn &amp; Serve</b> (CFDA #94.001 Source 4600)
452	<b>Goals 2000</b> (CFDA #84.276A Source 4390)
<b>5XX</b>	<b>Non-Public School Programs.</b> Activities for students attending a school established by an agency other than the state, a subdivision of the state, or the federal government, which usually is supported primarily by other than public funds. The services consist of such activities as those involved in providing instructional services, attendance and social work services, health services, and transportation services for non-public school students.
510	<b>Head Start</b> (CFDA #93.600 Source 4370)

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### 3-0600.30 EXPENDITURE PROGRAM DEFINITIONS (cont'd)

Code	Expenditure Program Definition
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**Adult Continuing Education Programs and Adult Basic Education Programs.**

610 **Adult Continuing Education Programs.** Activities designed to develop knowledge and skills to meet immediate and long-range educational objectives of adults who, having completed or interrupted formal schooling, have accepted adult roles and responsibilities. Programs include activities to foster the development of fundamental tools of learning; prepare students for a postsecondary career; prepare students for postsecondary education programs; upgrade occupational competence, prepare students for a new or different career; develop skills and appreciations for special interests; or to enrich the aesthetic qualities of life. **Adult basic education programs are not included in this category.**

650 **Adult Basic Education/GED Programs**

651 **Job Opportunities and Basic Skills (JOBS/WORK)**

655 **Federal Adult Homeless Grant**

656 **State and Other Federal Adult Basic Education Grants**

657 **Federal Job Training and Partnership Act Grant (JTPA)**

**Extracurricular Athletics and Activities.** Activities outside of the instructional programs for which students do not receive educational credits.

710 **School Sponsored Extracurricular Activities.** School sponsored activities, under the guidance and supervision of school district staff, designed to provide such experiences as motivation, enjoyment, and improvement of skills. Extracurricular activities normally supplement the regular instructional program and include such activities as band, chorus, choir, speech and debate. Also included are student financed and managed activities, such as: Class of 19XX, Chess Club, Senior Prom, and Future Farmers of America. Athletics are coded into Program 720. Used with function 3400.

720 **School Sponsored Athletics.** School sponsored athletics under the guidance and supervision of school district staff, designed to provide opportunities to pupils to pursue various aspects of physical education. Used with function 3500.



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### 3-0600.30 EXPENDITURE PROGRAM DEFINITIONS (cont'd)

#### Code

#### Expenditure Program Definition

**Community Services Programs.** Activities which are not directly related to the provision of education services in a school district. These include services such as community recreation programs, civic activities, public libraries, programs of custody and care of children, and community welfare activities provided by the school district for the community as a whole or some segment of the community.

810 **Community Recreation.** Activities concerned with providing recreation for the community as a whole, or for some segment of the community. Included are such staff activities as organizing and supervising playgrounds, swimming pools, and other recreation programs for the community.

820 **Civic Services.** Activities concerned with providing services to civic affairs or organizations. This program area includes services to parent-teacher association meetings, public forums, lectures, and civil defense planning.

830 **Public Library Services.** Activities pertaining to the operation of public libraries by a school district, or the provision of library services to the general public through the school library. Included are such activities as budgeting, planning and augmenting the library's collection in relation to the community, and informing the community of public library resources and services.

840 **Custody and Child Care Services.** Activities pertaining to the provision of programs for the custodial care of children in residential day schools, or child-care centers which are not part of, or directly related to the instructional program, and where the attendance of the children is not included in the attendance figures for the school district.

850 **Welfare Activities.** Activities pertaining to the provision of personal needs of individuals who have been designated as needy by an appropriate governmental entity. These needs include stipends for school attendance, salaries paid to students for work performed whether for the school district or for an outside concern, and for clothing, food, or other personal needs.

860 **Community Drug Free Programs.** Activities pertaining to community and local school districts drug free programs.

890 **Other Community Services.** Activities provided the community which cannot be classified under any of the other Program 800 codes.

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### 3-0600.30 EXPENDITURE PROGRAM DEFINITIONS (cont'd)

Code	Expenditure Program Definition
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**Enterprise Programs.** Programs which are intended to be self-supporting. The activity for this program category would usually be used with Proprietary Funds.

910 **Food Services.** Activities concerned with providing food service to students and staff. Used with function 3100 Food Services.

920 **Enterprise or Internal Service Programs.** - Activities concerned with enterprise operations or internal service fund activities such as data processing, purchasing, central transportation, etc. These activities are operated on a commercial basis with little or no financial support from federal or state sources. Food service activities should be charged to program 910.

999 **Undistributed --** Use for:

Residual Equity Transfers Out (XXX-**999**-9999-971)

For closing obsolete funds to the general fund, transferring bus depreciation fund moneys to another fund on a vote of the people, or transferring an excess balance from the lease rental fund or compensated absences fund back into the general fund. Use revenue source 9710 in the receiving fund.

Operating Transfers to Other Funds (X01-**999**-61XX-910)

Use for the general fund transfer to the litigation reserve fund or compensated absences fund. Use revenue source 5300 in the receiving fund.

Material Prior Period Expenditure Adjustments (XXX-**999**-9999-892)

Never negative.

Undistributed Benefits (X14-**999**-9999-2XX) for retirement fund benefits, X01-999-9999-2XX for general fund workers' comp. benefits.)

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### 3-0600.40 EXPENDITURE FUNCTION DEFINITIONS

**Function Dimension.** The function dimension describes the type activity within fund and program using a four digit code. The first two digits of the function code designate one of the following six broad areas: Instruction, Support Services, Operation of Non-Educational Services, Facilities Acquisition and Construction Services, Debt Service, and Other Financing Uses. The next two digits provide two additional levels of detail descriptions for a specific function. In order to avoid numerous accounts, it is recommended that third and fourth level detail be used only when necessary. Following are definitions of the functions and subfunctions.

#### Code

#### Expenditure Function Definition

**1000 Instruction.** Instruction includes the activities dealing directly with the interaction between teachers and students. Teaching may be provided for students in a school classroom or in another location such as a home or hospital. It may also be provided through some other approved medium such as television, radio, telephone, and correspondence. Included here are the activities of aides or assistants of any type (clerks, graders, teaching machines, etc.) which assist in the instructional process. Expenditures for assemblies and activities such as the Missoula Childrens' Theater should also be included here. If proration of expenditures is not possible for department chairpersons who also teach, include these expenditures in instruction. Full-time special education directors and department chairpersons should be recorded only in function 2490. This function should only be used only with Programs 100-700.

- 1110 Agriculture
- 1140 Arts
- 1170 Business
  
- 1210 Marketing (Distributive) Education
- 1240 English Language
- 1270 Foreign Language
  
- 1310 Health Occupations
- 1340 Physical Education
- 1370 Consumer Homemaking Education
  
- 1410 Principles of Technology/Industrial Arts
- 1440 Mathematics
- 1450 Computer Science
- 1470 Music
  
- 1510 Natural Science
- 1540 Office Occupations
- 1570 Social Sciences
  
- 1610 Public Service
- 1640 Vocational Trades
- 1660 Preschool
- 1670 General Elementary Education
  
- 1710 Occupational Home Economics
- 1740 Military Science
- 1770 Driver Education
- 1800 Distance Learning

## CHART OF ACCOUNTS

### 3-0600.40 EXPENDITURE FUNCTION DEFINITIONS (cont'd)

Code	Expenditure Function Definition
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**Support Services.** Support services are those services which provide administrative, technical (such as guidance and health), and logistical support to facilitate and enhance instruction. Support Services exist as adjuncts for the fulfillment of the objectives of instruction, community services and enterprise programs, rather than as entities within themselves.

**2100 Support Services—Students.** Activities designed to assess and improve the well-being of students and to supplement the teaching process. This function includes aides for day care, playground, study hall, student escorts, and crosswalk guards. Bus aides required by the Independent Education Plan, (IEP) for special education students should be recorded here. Includes student insurance except for athletics which should be recorded using function 3400 or 3500.

**2110 Attendance and Social Work Services.** Activities which have as their purpose the improvement of the attendance of students at school and which attempt to prevent or solve the problems of students which involve the home, the school, and the community. Activities of the registration function for adult education programs are included here.

**2111 Supervision of Attendance and Social Work Services.** The activities associated with directing, managing and supervising attendance and social work.

**2112 Attendance Services.** Activities such as prompt identification of patterns of non-attendance, promotion of improved attitudes toward attendance, analysis of causes of non-attendance, early action on problems of non-attendance, and enforcement of compulsory attendance laws. Include recruiters here.

**2113 Social Work Services.** Activities such as investigating and diagnosing student problems arising out of the home, school, or community; casework and group work services for the child, parent, or both; interpreting the problems of students for other staff members; and promoting modification of the circumstances surrounding the individual student which are related to his/her problem insofar as the resources of the family, school, and community can be brought to bear effectively upon the problem.

**2114 Student Accounting Services.** Activities of acquiring and maintaining records of school attendance, location of home, family characteristics, and census data. Portions of these records become a part of the cumulative record which is sorted and stored for teacher and guidance information. Pertinent statistical reports are prepared under this function as well.

**2115 Parental Involvement Services.** Used for Title 1 grants ONLY. Activities to involve parents as classroom volunteers, aides and tutors. Includes activities after school such as parental involvement meetings and training programs to address problems between home and school.

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### 3-0600.40 EXPENDITURE FUNCTION DEFINITIONS (cont'd)

Code	Expenditure Function Definition
2120	<b>Guidance Services.</b> Activities involving counseling with students and parents, providing consultation with other staff members on learning problems, evaluating the abilities of students, assisting students as they make their own educational and career plans and choices, assisting students in personal and social development, providing referral assistance, and working with other staff members in planning and conducting guidance programs for students.
2121	<b>Supervision of Guidance Services.</b> Activities associated with directing, managing and supervising guidance services.
2122	<b>Counseling Services.</b> Activities concerned with the relationship between one or more counselor(s) and one or more student(s) as counselee(s), students and students, and counselors and other staff members, all for the purpose of assisting the student to understand his/her educational, personal, and occupational strengths and limitations; relate his/her abilities, emotions and aptitudes to educational and career opportunities; utilize his/her abilities in formulating realistic plans: and achieve satisfying personal and social development.
2123	<b>Testing Services.</b> Activities having as their purpose an assessment of student characteristics, which are used in administration, instruction, and guidance, and which assist the student in assessing his/her purposes and progress in career development and personality development. Test records and materials used for student appraisal are usually included in each student's cumulative record.
2124	<b>Information Services.</b> Activities organized for the dissemination of educational, occupational, and personal social information to help acquaint students with the curriculum and with educational and vocational opportunities and requirements. Such information might be provided directly to students through activities such as group or individual guidance, or it might be provided indirectly to students, through staff members or parents.
2125	<b>Record Maintenance Services.</b> Activities organized for the compilation, maintenance, and interpretation of cumulative records of individual student, including systematic consideration of factors such as the following: Home and family background; physical and medical status; standardized test results; personal and social development; and school performance.
2126	<b>Placement Services.</b> Activities organized to help place students in appropriate educational situations while they are in school, in appropriate part-time employment while they are in school, and in appropriate educational and in occupational situations after they leave school. These activities also help facilitate the student's transition from one educational experience to another. This may include, for example, admissions counseling, referral services, assistance with records, and follow-up communications with employers.

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### 3-0600.40 EXPENDITURE FUNCTION DEFINITIONS (cont'd)

Code	Expenditure Function Definition
2130	<b>Health Services.</b> Physical and mental health services which are not direct instruction. Included are activities that provide students with appropriate medical, dental and nurse services.
2131	<b>Medical Services.</b> Activities concerned with the physical and mental health of students, such as health appraisal, including screening for vision, communicable diseases, and hearing deficiencies; screening for psychiatric services; periodic health examinations; emergency injury and illness care; and communications with parents and medical officials.
2132	<b>Dental Services.</b> Activities associated with dental screening, dental care, and orthodontic activities.
2134	<b>Nursing Services.</b> Activities associated with nursing such as health inspection, treatment of minor injuries, and referrals for other health services.
2140	<b>Psychological Services.</b> Activities concerned with administering psychological tests and interpreting the results, gathering and interpreting information about student behavior, working with other staff members in planning school programs to meet the special needs of students as indicated by psychological tests, and behavioral evaluation and managing a program of psychological services, including psychological counseling for students, staff, and parents.
2141	<b>Supervision of Psychological Services.</b> Directing, managing and supervising the activities associated with psychological services.
2142	<b>Psychological Testing Services.</b> Activities concerned with administering psychological tests, standardized tests, and inventory assessments of ability, aptitude, achievement, interests and personality and their interpretation for students, school personnel, and parents.
2143	<b>Psychological Counseling Services.</b> Activities that take place between a school psychologist or other qualified person as counselor and one or more students as counselees in which the students are helped to perceive, clarify, solve, and resolve problems of adjustment and interpersonal relationships.
2144	<b>Psychotherapy Services.</b> Activities that provide a therapeutic relationship between a qualified mental health professional and one or more students, in which the students are helped to perceive, clarify, solve and resolve emotional problems or disorders.
2150	<b>Speech Pathology and Audiology Services.</b> Activities which have as their purpose the identification, assessment, and treatment of children with impairments in speech, hearing, and language.

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### 3-0600.40 EXPENDITURE FUNCTION DEFINITIONS (cont'd)

Code	Expenditure Function Definition
2151	<b>Supervision of Speech Pathology and Audiology Services.</b> Activities associated with directing, managing and supervising speech pathology and audiology services.
2152	<b>Speech Pathology Services.</b> Activities organized for the identification of children with speech and language disorders; diagnosis and appraisal of specific speech and language disorders; referral for medical or other professional attention necessary to the habilitation of speech and language disorders; provision of required speech habilitation services; and counseling and guidance of children, parents, and teachers, as appropriate.
2153	<b>Audiology Services.</b> Activities organized for the identification of children with hearing loss; determination of the range, nature, and degree of hearing function; referral for medical or other professional attention as appropriate to the habilitation of hearing; language habilitation; auditory training, speech reading (lip-reading), and speech conversation as necessary; creation and administration of programs or hearing conservation; and counseling and guidance of children, parents, and teachers as appropriate.
2160	<b>Occupational and Physical Therapy Services.</b> Activities which have as their purpose the identification, assessment, and treatment of children with physical disabilities.
	<b>Support Services—Instructional Staff.</b> Activities associated with assisting the instructional staff with the content and process of providing learning experiences for students.
2210	<b>Improvement of Instruction Services.</b> Activities which are designed primarily for assisting instructional staff in planning, developing, and evaluating the process of providing challenging learning experiences for students. These activities include curriculum development, techniques of instruction, child development and understanding, staff training, etc.
2211	<b>Supervision of Improvement of Instruction Services.</b> Activities associated with directing, managing and supervising the improvement of instruction services.
2212	<b>Instruction and Curriculum Development Services.</b> Activities designed to aid teachers in developing the curriculum, preparing and utilizing special curriculum materials, and understanding and appreciating the various techniques which stimulate and motivate students.
2213	<b>Instructional Staff Development Services.</b> Activities designed to contribute to the professional or occupational growth and competence of members of the instructional staff during the time of their service to the school system or school. Among these activities are workshops, demonstrations, school visits, courses for college credit, sabbatical leaves, and travel leaves. Used with object 582.

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### 3-0600.40 EXPENDITURE FUNCTION DEFINITIONS (cont'd)

Code	Expenditure Function Definition
2220	<b>Educational Media Services.</b> Activities concerned with the use of all teaching and learning resources, including hardware, and content materials excluding Library Services. For Library Services, use Function 2225. Educational media are defined as any devices, content materials, methods, or experiences used for teaching and learning purposes. These include printed and nonprinted sensory materials.
2221	<b>Supervision of Educational Media Services.</b> Activities concerned with directing, managing and supervising educational media services.
2222	<b>Audiovisual Services.</b> Activities such as selecting, preparing, caring for, and making available to members of the instructional staff the equipment, films, filmstrips, transparencies, tapes, TV programs, and other similar materials, whether maintained separately or as part of an instructional materials center. Included are activities in the audiovisual center, TV studio, and related work-study areas, and the services provided by audiovisual personnel. Used with objects 440 or 615.
2223	<b>Educational Television Services.</b> Activities concerned with planning, programming, writing, and presenting educational programs or segments of programs by way of closed circuit or broadcast television. Instruction by way of closed circuit or broadcast television should coded to function 1000 or 1800.
2224	<b>Computer-Assisted Instruction Services.</b> Activities concerned with planning, programming, writing, and presenting educational projects which have been especially programmed for a computer to be used as the principal medium of instruction.
2225	<b>School Library Services.</b> Activities such as selecting, acquiring, preparing, cataloging, and circulating books and other printed materials; planning the use of the library by students, teachers and other members of the instructional staff; and guiding individuals in their use of library books and materials, whether maintained separately or as a part of an instructional materials center. Included here are the activities for planning the use of the library by students and instructing students in their use of library books and materials, whether maintained separately or as a part of an instructional materials center or related work-study area. Textbooks generally will not be charged to this function but rather to the applicable service area within the instruction function.
2300	<b>Support Services—General Administration.</b> Activities concerned with establishing policy by the board of trustees and administering policy by the superintendent in connection with operating the school district. The chief business official should not be included here, but in function 2500, Support Services - Business.



## CHART OF ACCOUNTS

### 3-0600.40 EXPENDITURE FUNCTION DEFINITIONS (cont'd)

Code	Expenditure Function Definition
2310	<b>Board of Trustees Services.</b> The activities of the elected body which has been created according to state law and vested with responsibilities for educational activities in a given administrative unit.
2311	<b>Supervision of Board of Trustees Services.</b> Those activities concerned with directing and managing the general operation of the Board of Trustees. This includes the activities of the members of the Board of Trustees, but does not include any special activities defined in the other areas of responsibility described below. It also includes any activities of the district performed in support of the school district meeting.
2312	<b>Board Clerk Services.</b> Those activities required to perform the duties of the Clerk of the Board of Trustees. If proration of expenditures is not possible for board clerk services, include these expenditures under function 2500 Support Services -Business.
2313	<b>Legal Services.</b> Activities required to perform legal services for the Board of Trustees. Includes lump sum settlement or judgement payments paid from the Litigation Reserve Fund, Judgement Fund, or any other fund. If judgements/settlements are specifically identified in legal orders as salaries, benefits, etc., charge the payments to specific functions instead of 2313.
2314	<b>Election Services.</b> Services rendered in connection with any school system election, including elections of officers and bond elections. Include payments to election judges and assistants here.
2315	<b>Audit Services.</b> Services rendered in connection with external audit of school financial records.
2316	<b>Staff Relations Services.</b> Activities concerned with staff relations systemwide.
2317	<b>Negotiations Services.</b> Activities concerned with contractual negotiations with both instructional and non-instructional personnel.
2320	<b>Executive Administration Services.</b> Those activities associated with the overall general administration of or executive responsibility for the entire school district.
2321	<b>Office of the Superintendent Services.</b> The activities performed by the superintendent and such assistants as deputy, associate, and assistant superintendents in general direction and management of all affairs of the school district. This includes all personnel and materials in the office of the chief executive officer. Activities of the offices of the deputy superintendents should be charged here unless the activities can be placed properly into a service area. If principal services are also provided by the superintendent, expenditures may be prorated to function 2400 based on assigned duties.

## CHART OF ACCOUNTS

### 3-0600.40 EXPENDITURE FUNCTION DEFINITIONS (cont'd)

Code	Expenditure Function Definition
2322	<b>Community Relations Services.</b> The activities and programs developed and operated systemwide for betterment of school/community relations.
2323	<b>State and Federal Relations Services.</b> Those activities associated with developing and maintaining good relationships with state and federal officials.
<b>2400</b>	<b>Support Service—School Administration.</b> Those activities concerned with overall administrative responsibility for a single school or a group of schools.
2410	<b>Office of the Principal Services.</b> Those activities concerned with directing and managing the operation of a particular school. It includes the activities performed by the principal, assistant principals, supervising teacher, and other assistants in general supervision of all operations of the school, evaluation of the staff members of the school, assignment of duties to staff members, supervision and maintenance of the records of the school, and coordination of school instructional activities with instructional activities of the school district. It includes clerical staff for these activities.
2490	<b>Other Support Services - School Administration.</b> Other school administration services. This function includes special education directors and full-time department chairpersons and graduation expenses.
<b>2500</b>	<b>Support Services—Business.</b> Activities concerned with paying for, transporting, exchanging, and maintaining goods and services for the school district. Included are the fiscal and internal services necessary for operating the school district. Include the chief business official here. Also include all costs of warrant blanks, purchase order/requisition forms, and other materials and supplies used by the business office. Charge costs of the district superintendent using 2300.
2510	<b>Fiscal Services.</b> Those activities concerned with the fiscal operations of the school district. This function includes budgeting, receiving and disbursing, financial and property accounting, payroll, inventory control, internal auditing and funds management.
2511	<b>Supervision of Fiscal Services.</b> The activities of directing, managing and supervising the Fiscal Services area. It includes the activities of the assistant superintendent, director, or school business official whose efforts are devoted to directing and managing fiscal activities.
2512	<b>Budgeting Services.</b> Those activities concerned with supervising budget planning, formulation, control and analysis.

## CHART OF ACCOUNTS

### 3-0600.40 EXPENDITURE FUNCTION DEFINITIONS (cont'd)

Code	Expenditure Function Definition
2513	<b>Receiving and Disbursing Funds Services.</b> Those activities concerned with taking in money and paying it out. It includes the current audit or receipts, the preaudit of requisitions or purchase orders to determine whether the amounts are within the budgetary allowances and to determine that such disbursements are lawful expenditures of the school or a school district, and the management of school funds.
2514	<b>Payroll Services.</b> Those activities concerned with making periodic payments to individuals entitled to remuneration for services rendered. Payments are also made for such payroll-associated costs as federal income tax withholding, retirement, and social security.
2515	<b>Financial Accounting Services.</b> Those activities concerned with maintaining records of the financial operations and transactions of the school system. It includes such activities as accounting and interpreting financial transactions and account records.
2517	<b>Property Accounting Services.</b> Those activities concerned with preparing and maintaining current inventory records of land, buildings, and movable equipment. These records are to be used in equipment control and facilities planning.
2520	<b>Purchasing Services.</b> The activities of purchasing supplies, furniture, equipment, and materials used in school or school system operation.
2530	<b>Warehousing and Distributing Services.</b> The activities of receiving, storing, and distributing supplies, furniture, equipment, materials, and mail. It includes the pickup and transport of cash from school facilities to the central administration office or bank for control and/or deposit.
2540	<b>Printing, Publishing, and Duplicating Services.</b> The activities of printing and publishing administrative publications such as annual reports, school directories, and manuals. It also includes centralized services for publishing school materials and instruments such as school bulletins, newsletters, and notices.
2600	<b>Operation and Maintenance of Plant Services.</b> The activities concerned with keeping the physical plant open, comfortable, and safe for use, and keeping the grounds, buildings, and equipment in effective working condition and state of repair. This includes the activities of maintaining safety in buildings, on the grounds, and in the vicinity of schools.
2610	<b>Supervision of Operation and Maintenance of Plant Services.</b> The activities of directing, managing and supervising the operation and maintenance of school plant facilities.

## CHART OF ACCOUNTS

### 3-0600.40 EXPENDITURE FUNCTION DEFINITIONS (cont'd)

Code	Expenditure Function Definition
2620	<b>Operation of Buildings Services.</b> Those activities concerned with keeping the physical plant clean and ready for daily use. It includes operating the heating, lighting, and ventilating systems, and repair and replacement of facilities and equipment and minor remodeling. Also included are the costs of building rental and property insurance.
2630	<b>Care and Upkeep of Grounds Services.</b> The activities of maintaining the land and its improvements other than buildings. It includes snow removal, landscaping, and grounds maintenance.
2640	<b>Care and Upkeep of Equipment Services.</b> The activities of maintaining, in good condition, equipment owned or used by the school district. It includes such activities as servicing and repairing furniture, machines, and movable equipment.
2650	<b>Vehicle Operation and Maintenance Services (other than student transportation vehicles).</b> The activities of maintaining general purpose vehicles such as trucks, tractors, graders, and staff vehicles in good condition. It includes such activities as repairing vehicles, replacing vehicle parts, cleaning, painting, greasing, fueling, and inspecting vehicles for safety, i.e., preventive maintenance. Includes purchasing vehicles for general school use.
2660	<b>Security Services.</b> Those activities concerned with maintaining order and safety in school buildings at all times, on the grounds and in the vicinity of schools. Included are police activities for school functions, traffic control on grounds and in the vicinity of schools, and hall monitoring services.
<b>2700</b>	<b>Student Transportation Services.</b> Those activities concerned with the conveyance of students to and from school, as provided by state and federal law. It includes trips between home and school. Also includes student transportation relating to extracurricular activities or athletics.
2710	<b>Supervision of Student Transportation Services.</b> Those activities pertaining to directing and managing student transportation services. Charge transportation supervisor's salary here.
2720	<b>Vehicle Operation Services.</b> Those activities involved in operating vehicles for student transportation from the time the vehicles leave the point of storage until they return to the point of storage. It includes driving buses or other student transportation vehicles.
2730	<b>Monitoring Services.</b> Those activities concerned with supervising students in the process of being transported between home and school and between school and school activities. These activities include supervision while in transit, while being loaded and unloaded, and directing traffic at the loading stations. Bus aides required by IEP should be recorded using function 2100.

## CHART OF ACCOUNTS

### 3-0600.40 EXPENDITURE FUNCTION DEFINITIONS (cont'd)

Code	Expenditure Function Definition
2740	<b>Vehicle Servicing and Maintenance Services.</b> Those activities involved in maintaining student transportation vehicles in good condition. It includes repairing vehicle parts, replacing vehicle parts, cleaning, painting, fueling, and inspecting vehicles for safety.
<b>2800</b>	<b>Support Services—Central.</b> Activities, other than general administration, which support each of the other instructional and supporting services programs. These activities include planning, research, development, evaluation, information, staff, and data processing services.
2810	<b>Planning, Research, Development, and Evaluation Services.</b> Those activities, on a systemwide basis, associated with conducting and managing programs of planning, research development, and evaluation for a school system.
2820	<b>Information Services.</b> Those activities concerned with writing, editing, and other preparation necessary to disseminate educational and administrative information to students, staff, managers, and the general public through direct mailing, the various news media, or personal contact.
2830	<b>Staff Services.</b> Activities concerned with maintaining an efficient staff for the school system. It includes such activities as recruiting and placement, staff transfers, inservice training, health services, and staff accounting.
2831	<b>Supervision of Staff Services.</b> The activities of directing, managing and supervising Staff Services.
2832	<b>Recruitment and Placement Services.</b> Those activities concerned with employing and assigning personnel for the school district.
2833	<b>Staff Record Keeping Services.</b> Services rendered in connection with the systematic recording and summarizing of information relating to staff members employed by the school district.
2834	<b>Inservice Training Services (for non-instructional staff).</b> The activities developed by the school district for training of non-instructional personnel in all classifications.
2835	<b>Health Services.</b> Those activities concerned with medical, dental, and nurse services provided for school district employees. Included are physical examination, referrals, and emergency care.

## CHART OF ACCOUNTS

### 3-0600.40 EXPENDITURE FUNCTION DEFINITIONS (cont'd)

Code	Expenditure Function Definition
2840	<b>Data Processing Services.</b> Those activities concerned with preparing data for storage, storing data for management and reporting.
2841	<b>Supervision of Data Processing Services.</b> Those activities concerned with directing, managing and supervising data processing services.
2842	<b>Systems Analysis Services.</b> Those activities concerned with the search for and evaluation of alternatives which are relevant to defined objectives, based on judgment, and wherever possible, on quantitative methods. Where applicable, they pertain to the development of data processing procedures or application to electronic data processing equipment.
2843	<b>Programming Services.</b> Those activities concerned with the preparation of a logical sequence of operations to be performed, either manually or electronically, in solving problems or processing data and the preparation of coded instructions and data for such sequences.
2844	<b>Operations Services.</b> Those activities concerned with scheduling, maintaining, and producing data. These activities include operating business machines, data preparation devices, and data processing machines.
<b>Operation of Non-Educational Services.</b> Those activities concerned with providing non-educational services to students, staff or the community.	
3100	<b>Food Services.</b> Those activities concerned with providing food to students and staff in a school or school district. This service area includes the preparation and serving of regular and incidental meals, lunches, or snacks in connection with school activities and the delivery of food. This function is usually used with Program 910.
3110	<b>Ala Carte.</b> Expenditures related to ala carte services.
3120	<b>Kindergarten Milk.</b> Costs of the special kindergarten milk program.
3130	<b>Catering.</b> Expenditures related to the costs of catering.
3144	<b>Summer Feeding - Operating.</b> Expenditures for operating a summer feeding program.
3200	<b>Enterprise Services.</b> Those activities concerned with enterprise operations such as industrial arts or internal service fund programs such as data processing, purchasing, central transportation, etc. These activities are operated on a commercial basis with little or no financial support from federal or state sources. Food services should be charged to 3100.

## CHART OF ACCOUNTS

### 3-0600.40 EXPENDITURE FUNCTION DEFINITIONS (cont'd)

Code	Expenditure Function Definition
3300	<b>Community Services.</b> Those activities concerned with providing community services to students, staff or other community participants. Examples of this function would be the operation of a community swimming pool, a recreation program for the elderly, a child care center for working mothers, etc. This function is used only with Program 800.
3400	<b>Extracurricular - Activities.</b> School sponsored activities for students that are not part of the regular instructional programs and for which students do not receive educational credit. Use with program 710 only. Expenditures for athletic programs should be recorded using Function 3500. Use program 710 and function 2700 for extracurricular travel.
3500	<b>Extracurricular - Athletics.</b> School sponsored athletics that allow student participation in sports programs, normally involving competition between schools. Use with program 720 only. Expenditures for non-athletic activities should be recorded using Function 3400. Use program 720 and function 2700 for extracurricular travel.
<b>4000</b>	<b>Facilities Acquisition and Construction Services.</b> Those activities concerned with the acquisition of land and buildings; remodeling buildings; the construction of buildings and additions to buildings; initial installation or extension of service systems and other built-in equipment; and improvements to sites. <b>All expenditures charged to the 4000 series except for land improvement are to be capitalized.</b> GAAP allows governments the option of <b>not</b> recording "infrastructure" assets such as sidewalks, streets, parking lots, fences, etc. in the General Fixed Asset Account Group.
4100	<b>Land Acquisition Services.</b> Activities concerned with the initial acquisition of sites and the improvements existing thereon.
4200	<b>Land Improvement Services.</b> Activities concerned with improving sites and with maintaining existing site improvements.
4300	<b>Architecture and Engineering Services.</b> The activities of architects and engineers related to site acquisition and improvement and to improvements to buildings. Charges are made to this function only for those preliminary activities which may or may not result in additions to the school district's property. Otherwise, charge these services to 4100, 4200, 4500 or 4600, as appropriate.
4400	<b>Educational Specifications Development Services.</b> Those activities concerned with preparing and interpreting to architects and engineers descriptions of specific space requirements for the various learning experiences of students to be accommodated in a building. These specifications are interpreted to the architects and engineers in the early stages of blueprint development.
4500	<b>Building Acquisition and Construction Services.</b> Those activities concerned with building acquisition through purchase or construction.

## CHART OF ACCOUNTS

### 3-0600.40 EXPENDITURE FUNCTION DEFINITIONS (cont'd)

Code	Expenditure Function Definition
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4600	<b>Building Improvements Services.</b> Those activities concerned with building additions or remodeling and with initial installation or extension of service systems and other built-in equipment.
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4900	<b>Other Facilities.</b> Acquisition and construction services.
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**Debt Service.** Expenditures from governmental funds to retire long-term debt (obligations in excess of one year) of the school district including payments of both principal and interest. Repayment of principal on short-term notes or loans due within one year with the Board of Investments should be recorded using balance sheet account 650, Loans Payable. Interest on these short-term notes or loans should be charged to Function 2500 or 2513, Receiving and Disbursing Funds Services. Repayment of short-term notes or loans should not be recorded as an expenditure, only interest should be recorded as an expenditure. See function 6300 for refunding bonds.

5100	<b>General Obligation Bonds, Special Assessments, and Interest.</b>
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5200	<b>Capital Leases or Long-Term Notes with the Board of Investments.</b>
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5300	<b>Interest on Registered Warrants.</b>
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**Other Financing Uses.** Includes any outlays of the governmental funds that are not properly classified as expenditures, but which require budgetary and accounting control.

6100	<b>Operating Transfers to Other Funds.</b> Used to record the operating transfer from the General Fund to the Compensated Absences Fund or from the General Fund to the Litigation Reserve Fund. Used only with object 910. See discussion of legally authorized transfers in section 5-0520.30.
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Transfers between funds which are quasi-external transactions, reimbursements to correct errors, residual equity transfers, and interfund loans are not recorded here. [Unless state law prohibits, revenues should be allocated or distributed between funds when received and recorded in the funds to which they belong, rather than recording these revenues in the General Fund and later transferring the revenue to other funds.] Interfund loans are not recorded here, but are recorded through the balance sheet accounts 160, Interfund Loans Receivable and 601, Interfund Loans Payable in the funds affected. See Topic 5 for discussion of the five types of interfund transfers.



## CHART OF ACCOUNTS

### 3-0600.40 EXPENDITURE FUNCTION DEFINITIONS (cont'd)

Code	Expenditure Function Definition
6200	<b>Resources Transferred to Other School Districts or Special Education Cooperatives/Indirect Cost Pool.</b> Used to account for resources recorded as revenue by one district or cooperative but transferred to another for district or cooperative for expenditure. Examples of such transfers are lump sum contributions to a host district for a prorated share of a particular program budget or payments between school districts and special education cooperatives relating to each participant's share of IDEA Part B federal funds. See Topic 5 for discussion of interdistrict transactions. See revenue source 5700 and 5710. Used with object 920 or 930. <b>Resources transferred from grants to Indirect Cost Pool:</b> Used to record the transfer of indirect cost recoveries from grants to the indirect cost pool in Miscellaneous Fund 15. Also used to record indirect cost recoveries. See 9.0200.40. Used with objects 920, 930, or 940. Also see Topic 9 for discussion on indirect costs.
6300	<b>Refunding Bonds used to Retire Old Issues.</b> This account is used to record the fiscal agent activity and payment of bond issuance costs. See revenue 5120 to record the proceeds from refunding bonds.
9999	<b>Undistributed --</b> Used for: Residual Equity Transfers Out (XXX-999- <b>9999</b> -971) For closing obsolete funds to the general fund, transferring bus depreciation fund moneys to another fund on a vote of the people, or transferring an excess balance from the leases rental fund or compensated absences fund back into the general fund. Use revenue source 9710 in the receiving fund. Material Prior Period Expenditure Adjustments (XXX-999- <b>9999</b> -892) Never negative. Undistributed Benefits (X14-999- <b>9999</b> -2XX) for retirement fund benefits, X01-999-9999-2XX for general fund workers' comp. benefits.)

## CHART OF ACCOUNTS

### 3-0600.50 EXPENDITURE OBJECT CODE DEFINITIONS

**Object Code Definitions.** This dimension is used to describe the service or commodity obtained as the result of a specific expenditure. There are three budget and reporting levels for object codes. The first level includes the following nine basic categories:

Current Expenditures:

- 1XX Personal Services—Salaries
- 2XX Personal Services—Employee Benefits
- 3XX Purchased Professional and Technical Services
- 4XX Purchased Property Services
- 5XX Other Purchased Services
- 6XX Supplies and Materials
- 7XX Property and Equipment Acquisition
- 8XX Other Expenditures (Except 892)

Adjustments to Beginning Fund Balance:

- 892 Material Prior Period Expenditure Adjustments

Other Uses of Funds:

- 9XX Other Uses of Funds

The next two digits provide two additional levels of detail descriptions for a specific expenditure. In order to avoid numerous accounts, it is recommended that third level detail be used only when necessary.

Following are definitions of the object categories:

<b>Code</b>	<b>Expenditure Object Code Definition</b>
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<b>100</b>	<b>Personal Services—Salaries.</b> Amounts paid to employees of the school district who are considered to be in positions of a permanent nature or hired temporarily, including personnel substituting for those in permanent positions. This includes gross salary for personal services rendered while on the payroll of the school district.
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110	<b>Regular Salaries.</b> Full-time, part-time, and prorated portions of the costs for work performed by employees of the school district who are considered to be in positions of a permanent nature. Amounts paid to employees for holidays, sick leave, vacation leave, and personal leave should be included as regular salary. Amounts paid for unused sick or vacation leave upon termination of employment should be coded to object codes 160 or 170, respectively. References: Certified Staff - Title 20 Chapter 4 MCA, School Clerk -Title 20 Chapter 3 MCA, Classified Staff - Title 39, MCA, Holiday and Vacation and Sick Leave Pay - Title 2 Chapter 1 and Chapter 18.
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| 111 | Administrative — Certified (Business Managers/Clerks if duties are considered administrative)                |
| 112 | Professional — Educational (Certified Teaching Staff)  |
| 113 | Professional — Other Certified Staff (Librarians, Counselors, Psychologists, Physical and Speech Therapists) |
| 114 | Custodial/Maintenance  |
| 115 | Office/Clerical  |
| 116 | Cooks  |
| 117 | Teacher's Aides  |
| 118 | Bus Drivers  |
| 119 | Other Supervisory Salaries - Transportation, Food, or Building Supervisor or Activities Director             |

## CHART OF ACCOUNTS

### 3-0600.50 EXPENDITURE OBJECT CODE DEFINITIONS (cont'd)

Code	Expenditure Object Code Definition
120	<b>Temporary Salaries.</b> Full-time, part-time, and prorated portions of the costs for work performed by employees of the school district who are hired on a temporary or substitute basis to perform work in positions of either a temporary or permanent nature. Athletic referees and judges for musical or speech activities who are not regular district employees should be recorded using object 340 - Technical Services. Also see object 150 Stipends.
121	Official/Administrative
122	Professional/Educational/Substitute Teachers
123	Professional/Other
124	Technical
125	Office/Clerical
126	Service Work
127	Teacher's Aides
128	Bus Drivers
130	<b>Overtime Salaries.</b> Amounts paid to employees of the school district in positions of either a temporary or permanent nature for work performed in addition to the normal work period for which the employee is compensated under regular salaries and temporary salaries above. The terms of such payment for overtime are a matter of state and local regulations and interpretation.
131	Official/Administrative
132	Professional/Educational
133	Professional/Other
134	Technical
135	Office/Clerical
136	Service Work
140	<b>Sabbatical Leave.</b> Amounts paid by the school district to employees on sabbatical leave.
141	Official/Administrative
142	Professional/Educational
143	Professional/Other
144	Technical
145	Office/Clerical
46	Service Work

## CHART OF ACCOUNTS

### 3-0600.50 EXPENDITURE OBJECT CODE DEFINITIONS (cont'd)

Code	Expenditure Object Code Definition
150	<b>Stipends.</b> An additional salary paid for additional duties such as curriculum development, coaching athletics, or directing activities such as the school yearbook or newspaper, sponsoring clubs, etc. Stipends are usually limited to teaching personnel. Additional hours <b>actually worked</b> by non-teaching personnel in excess of 40 hours in a workweek should be recorded and paid as overtime.
151	Official/Administrative
152	Professional/Educational
153	Professional/Other
154	Technical
155	Office/Clerical
156	Service Work
160	<b>Sick Leave Termination Pay.</b> Amounts paid an employee for termination sick leave pay as provided by Sections 2-18-618 and 20-9-512, MCA. Includes annual sick leave "buy outs" or "sell backs" provided in collective bargaining agreements with certified staff.
170	<b>Vacation Leave.</b> Amounts paid an employee for termination vacation pay as provided by Section 2-18-611, MCA.
180	<b>Retirement Bonus/Severance Pay.</b>
200	<b>Personal Services—Employee Benefits.</b> Amounts paid by the school district on behalf of employees in accordance with federal or state law or collective bargaining agreements.
210	<b>Social Security and Medicare Contributions.</b> Employer's share of social security and medicare paid by the school district. See Title 19 Chapter 1, MCA. Beginning in 1991, separate records must be kept for employee and employer social security and medicare contributions. For accounting and budgeting purposes, these amounts should be combined and recorded using this account.
220	<b>Teachers' Retirement.</b> The employer's contribution to the state Teachers' Retirement System on behalf of the employee. Refer to Title 19 Chapter 4, MCA.
230	<b>PERS.</b> Employer's share of state retirement system paid by school district for non-teaching employees. Refer to Title 19 Chapter 3, MCA.
240	<b>Unemployment Compensation.</b> Amounts paid by the school district to provide unemployment compensation for its employees. These charges should be distributed to functions in accordance with the salary budget. Refer to Title 39 Chapter 51, MCA.
250	<b>Workers' Compensation.</b> Amounts paid by the school district to provide worker's compensation insurance and payroll taxes for its employees. These charges should be distributed to functions in accordance with the salary budget. Refer to Title 39 Chapter 71, MCA.

## CHART OF ACCOUNTS

### 3-0600.50 EXPENDITURE OBJECT CODE DEFINITIONS (cont'd)

Code	Expenditure Object Code Definition
260	<b>Health Insurance.</b> That portion of premiums for health insurance for employees which is paid for by the school district. Refer to Section 2-18-703, MCA. Payments in lieu of health insurance may be recorded here but are considered compensation subject to federal and state payroll withholding liabilities and employer paid contributions.
270	<b>Life and Disability Insurance.</b> That portion of premiums for life and disability insurance for employees which is paid for by the school district.
280	<b>Other Employee Benefits.</b> Payments for other employee benefits such as moving expenses, car and housing allowances, etc. Refer to the appropriate payroll regulations to determine if these payments may be compensation subject to federal and state payroll withholding liabilities and employer paid contributions. Include administrative costs of cafeteria plans here.
<b>300</b>	<b>Purchased Professional and Technical Services.</b> Services which by their nature can be performed only by persons or firms with specialized skills and knowledge. Included are the services of architects, engineers, auditors, dentists, medical doctors, lawyers, consultants, accountants, etc.
310	<b>Official/Administrative Services.</b> Services in support of the various policy-making and managerial activities of the school district. Included would be management consulting activities oriented to general governance or business and financial management of the school district; school management support activities; election and tax assessing and collection services. This object is usually used with function 2300 and 2400.
320	<b>Professional/Educational Services.</b> Services in support of the instructional program and its administration. Included would be curriculum improvement services, counseling and guidance services, library and media support and contracted instructional services such as correspondence courses. Library and media support includes film rentals, user fees and telephone charges for electronic databases, satellite feeds, Internet, CompuServ, etc. This object is usually used with functions 1000, 2100, 2200, 2220, and 2225.
321	<b>Distant Learning Professional—Educational Services.</b> Contracted services in support of the distance learning programs.
330	<b>Other Professional Services.</b> Professional services other than educational in support of the operation of the school district. Included are medical doctors, lawyers, non-capitalized architects fees, auditors, accountants, therapists, audiologists, dieticians, editors, negotiations specialists, systems analysts, planners, drug testing, etc.
340	<b>Technical Services.</b> Services to the school district which are not regarded as professional but require basic scientific knowledge and/or manual skills. Included are referees for athletic events, judges for musical or speech activities, data processing services, purchasing and warehousing services, graphic arts, etc.

## CHART OF ACCOUNTS

### 3-0600.50 EXPENDITURE OBJECT CODE DEFINITIONS (cont'd)

Code	Expenditure Object Code Definition
350	<b>Contracted Services With Other Districts or Cooperatives.</b>
351	<b>Contracted Services with Other School Districts Within the State.</b> Includes contracts for specific services such as graphic arts, data processing, purchasing, and warehousing from other school districts rather than private contractors. Do not code transfer payments to flow funds from one school district for expenditure by another school district here; those transfers should be recorded using Function 6200 and Object 920 or 930. An example would be a lump sum contribution to a host district for a prorated share of a particular program budget. See Revenue Source 5700 and 5710 and Function 6200 and Object 920 and 930 for Resource Transfers To/From Other School Districts.
352	<b>Contracted Services with Other School Districts Outside the State.</b>
353	<b>Reserved.</b>
354	<b>Contracted Services with Cooperatives.</b> Includes contracts for services such as audiologists and speech or physical therapy from cooperatives rather than private contractors to school districts. Do not code transfer payments to flow funds from a school district for expenditure by the cooperative here; those transfers should be recorded using program 280 for special education, function 6200 and object 920 and 930. Examples would be lump sum contributions to a cooperative for a prorated share of a particular program budget. See revenue source 5700 and function 6200 and object 920 and 930 for Resource Transfers To/From Other School Districts.
400	<b>Purchased Property Services.</b> Services purchased to operate, repair, maintain, and rent property owned and/or used by the school district. These services are performed by persons other than school district employees.
410	<b>Energy Utility Services.</b> Expenditures for energy services supplied by public or private utilities, including electricity and gas. Used only with function 2600.
411	<b>Gas.</b> Expenditures for gas utility services from a private or public utility company.
412	<b>Electricity.</b> Expenditures for electric utility services from a private or public utility company.
420	<b>Other Utility Services.</b> Expenditures for utility services other than energy services supplied by public or private organizations. Water and sewer are included here. Telephone and telegraph are not included here but are classified under Communications, 530.
421	<b>Water/Sewage.</b> Expenditures for water/sewage utility services from a private or public utility company including bottled water and rental of portable sewage facilities.

## CHART OF ACCOUNTS

### 3-0600.50 EXPENDITURE OBJECT CODE DEFINITIONS (cont'd)

Code	Expenditure Object Code Definition
430	<b>Cleaning Services.</b> Services purchased to clean buildings, other than such services provided by school district employees. Used only with function 2600.
431	<b>Disposal Services.</b> Expenditures for the pick-up and handling of garbage, other than such services provided by school district personnel.
432	<b>Snow Plowing Services.</b> Expenditures for snow removal, other than such services provided by school district personnel.
433	<b>Custodial Services.</b> Expenditures for custodial services contracted with an outside contractor.
440	<b>Repair and Maintenance Services.</b> Expenditures for repairs and maintenance services not provided directly by school district personnel unless charged by an internal service fund. This includes contracts and maintenance agreements covering the upkeep of grounds, buildings, and equipment; electrical, auto mechanics, and plumbing repairs; asbestos abatement; underground storage tank removal; roof, water well, and septic system replacement; and radon, asbestos, and water testing. Costs for renovating and remodeling are not included here, but are classified under object 460 Minor Construction Services or object 725 Major Construction Services. Replacement supplies and parts used by district personnel to repair and maintain grounds, buildings, and equipment should be recorded using object 615.
450	<b>Rentals.</b> Costs for rental of land, buildings, equipment and vehicles. Operating leases for long term use are also included here. See Topic 5 for discussion of Operating Leases.
451	<b>Rental of Land and Buildings.</b> Expenditures for operating leases or renting land and buildings for both temporary and long-range use by the school district. Used with function 2620. Long-term capital leases for acquiring buildings should be recorded using function 4500 and object 720.
452	<b>Rental of Equipment and Vehicles.</b> Expenditures for operating leases or renting of equipment or vehicles for both temporary and long-range use of the school district. Lease-purchase contracts which result in acquisition of equipment or vehicles should be recorded using the appropriate 700 object.
460	<b>Minor Construction Services.</b> Amounts for minor renovating and remodeling paid to contractors. Used with function 2620 or 2630. Major renovating and remodeling should be recorded using object code 725. Materials or replacement supplies and parts used by district personnel for minor renovating and remodeling (generally under \$300) should be recorded using object 615.

## CHART OF ACCOUNTS

### 3-0600.50 EXPENDITURE OBJECT CODE DEFINITIONS (cont'd)

Code	Expenditure Object Code Definition
<b>500</b>	<b>Other Purchased Services.</b> Amounts paid for services rendered by organizations or personnel not on the payroll of the school district other than Professional and Technical Services or Property Services.
510	<b>Student Transportation Services.</b> Expenditures for transporting students to and from school. Student transportation for extracurricular activities or athletics should be recorded using program 710 and 720, and function 2700.
511	<b>Student Transportation Services from Another School District Within the State.</b> Amounts paid to other school districts within the state for the purpose of transporting children to and from school. These include payments to individuals who transport themselves or their own children or for reimbursement of transportation expenses on a public carrier. Expenditures for the rental of buses which are operated by school district personnel are not recorded here; they are recorded under 452, Rental of Equipment. Used only with function 2700.
512	<b>Student Transportation Services from Another School District Outside the State.</b> Payments to other school districts outside the state for transporting students to and from school. Used only with function 2700.
513	<b>Student Transportation Services from Private Bus Contractors.</b> Payments to private bus contractors for transporting students to and from school. Used only with function 2700.
514	<b>Student Transportation Services from Individuals.</b> Payments to individuals for transporting students to and from school. Used only with function 2700.
515	<b>Student Transportation Services Contingency.</b> Payments to individuals for transporting new students to and from school. These are students who enrolled after the budget has been adopted. Used only with function 2700. See Section 20-10-143(2), MCA.
516	<b>Instructional Field Trips.</b> Payments to private contractors or individuals for transporting students on instructional field trips. Usually used in General Fund 01 and function 1000.
520	<b>Insurance (other than employee benefits).</b> Expenditures for all types of insurance coverage including property, liability, fidelity, and student insurance. Insurance for group health is not charged here, but is recorded under object 260 Personal Services — Employee Benefits. Used with functions 2100, 2310, 2620, 2700, 3400 and 3500.



## CHART OF ACCOUNTS

### 3-0600.50 EXPENDITURE OBJECT CODE DEFINITIONS (cont'd)

Code	Expenditure Object Code Definition
530	<b>Communications.</b> Services provided by persons or businesses to assist in transmitting and receiving messages or information. This category includes telephone and telegraph services as well as postage machine rental and postage. Usually used with functions 2300, 2400, and 2500 but may be charged to other functions.
531	<b>Telephone.</b> Expenditures for telephone service and calls. Used with functions 2300, 2400, 2500, 3400, and 3500. Do not charge function 2600. Expenditures for phone modems used in instructional programs should be recorded under function 1000.
532	<b>Postage.</b> Expenditures for postage and postage machine rental. Used with function 2300, 2400, and 2500.
540	<b>Advertising.</b> Expenditures for printed or broadcast announcements in professional periodicals and newspapers or by way of radio and television networks. These expenditures include advertising for such purposes as personnel recruitment, legal ads, new and used equipment, and sale of property. Costs for professional fees for advertising or public relations services are not recorded here but are charged to 330, Other Professional Services. Usually used with functions 2300, 2500 or 2800.
545	<b>Recruitment.</b> Expenditures for printed or broadcast announcements in newspapers or by way of radio and television networks to recruit students for special programs. Used with function 2100.
550	<b>Printing, Binding and Duplication.</b> Expenditures for job printing and binding, usually according to specifications of the school district. This includes the design and printing of forms and posters as well as printing and binding of school district publications. Preprinted standard forms are not charged here, but are recorded under Supplies and Materials. Usually used with function 2540, but may be charged to other functions.
560	<b>Tuition.</b> Expenditures to reimburse other educational agencies for instructional services rendered to students residing in the legal boundaries described for the paying school district. Used only with function 1000. Tuition for courses taken by staff should be recorded using object 582.
561	<b>Tuition to Other School Districts Within the State.</b> Tuition paid to other school districts within the state. Used only with function 1000.
562	<b>Tuition to Other School Districts Outside the State.</b> Tuition paid to other school districts outside the state. Used only with function 1000.

## CHART OF ACCOUNTS

### 3-0600.50 EXPENDITURE OBJECT CODE DEFINITIONS (cont'd)

Code	Expenditure Object Code Definition
570	<b>Food Services.</b> Expenditures for the operation of a local food service facility by other than employees of the school district. Also included are contracted services, such as food preparation, associated with the food service operation. Direct expenditures by the school district for food, supplies, labor and/or equipment would not be charged here. Used only with function 3100.
581	<b>Travel In-District.</b> Expenditures for mileage, transportation, meals, per diem, and other expenses associated with staff travel within the school district or cooperative service area. Travel within the school district related to student extracurricular activities and athletics is included here.
582	<b>Travel Out-of-District/Inservice Training.</b> Expenditures for transportation, airfare, meals, per diem, hotel, registration fees, and other expenses associated with staff travel outside the school district for inservice training or other professional development activities such as serving on an advisory committee. Travel outside the school district related to student extracurricular activities and athletics is included here.  Expenditures for inservice training conducted by the district are also recorded here. These expenditures include room rentals, supplies, name badges, printing, postage, coffee, and refreshments. Fees, honorariums and related expenses such as travel, motel, etc. for speakers are included here.  This object should be used with function 2213 Instructional Staff Development Services or other functions as appropriate.  An internal service fund should be used to account for inservice training conducted by a host district for other school districts which reimburse the host district for costs relating to the inservice. See Topic 5-1530.00.
590	<b>Miscellaneous Purchased Services.</b> Other services not more appropriately accounted for under objects 501-589.
591	<b>Miscellaneous services purchased locally.</b>
592	<b>Reserved</b>
593	<b>Reserved</b>
594	<b>Student Room and Board - In State.</b> Expenditures for student room and board in state as required by state or federal regulations. Usually used with program 277 and function 2100.

## CHART OF ACCOUNTS

### 3-0600.50 EXPENDITURE OBJECT CODE DEFINITIONS (cont'd)

Code	Expenditure Object Code Definition
595	<b>Student Room and Board - Out of State.</b> Expenditures for student room and board out of state as required by state or federal regulations. Usually used with program 277 and function 2100.
<b>600</b>	<b>Supplies and Materials.</b> Amounts paid for items of an expendable nature that are consumed, worn out, or deteriorated in use; or items that lose their identity through fabrication or incorporation into different or more complex units or substances.
610	<b>Supplies.</b> Expenditures for all supplies (other than those listed below) for the operation of a school district, including freight and cartage. Instructional materials and manipulative devices are included here. A more thorough classification of supply expenditures is achieved by identifying the object with the function, for example, audiovisual supplies or classroom teaching supplies. Used with all functions, except 4000 and 5000.
615	<b>Replacement Supplies and Parts.</b> Replacement supplies and parts used by district personnel to repair and maintain grounds, buildings, and equipment. Materials or replacement supplies and parts used by district personnel for minor renovating and remodeling under \$300 should be included here. Use of this account is optional for fiscal year 1990-1991 but required for years thereafter.
620	<b>Energy Supplies.</b> Expenditures for bulk gas, oil, coal and gasoline. Services received from public or private utility companies are classified under object 410.
621	<b>Bottled Gas.</b> Expenditures for bottled gas, such as propane gas received in tanks. Natural gas received through a utility company should be charged to 411 Gas. Used with function 2620 or 3100. Bottled gas used in instructional programs should be coded to 610 Supplies.
622	<b>Oil.</b> Expenditures for bulk oil used for heating. Used with function 2620.
623	<b>Coal.</b> Expenditures for raw coal used for heating. Used with function 2620.
624	<b>Vehicle/Equipment Fuel.</b> Expenditures for gasoline, diesel, and propane purchased in bulk or periodically from a supplier. Usually used with functions 2650 and 2720. Gasoline used in instructional programs should be coded to 610 Supplies.
630	<b>Food.</b> Expenditures for food to operate the school food service program. Usually used with function 3100.
640	<b>Books.</b> Expenditures for textbooks, workbooks, reference books, sheet music, encyclopedias, and library books prescribed and available for general use by students. This category includes the costs of binding or other repairs to textbooks or school library books. See objects 650, 681, and 682.

## CHART OF ACCOUNTS

### 3-0600.50 EXPENDITURE OBJECT CODE DEFINITIONS (cont'd)

Code	Expenditure Object Code Definition
650	<b>Periodicals.</b> Expenditures for periodicals and newspapers for general use. A periodical is any publication appearing at regular intervals of less than a year and continuing for an indefinite period.
660	<b>Minor Equipment—New.</b> Expenditures for new equipment, the cost of which does not meet the capitalization policy of the district. (Usually under \$300.)
670	<b>Minor Equipment—Replacement.</b> REPLACEMENT EQUIPMENT MAY BE RECORDED USING 660 MINOR EQUIPMENT-NEW UNLESS THE BOARD DETERMINES IT MUST TRACK REPLACEMENT COSTS FOR SOME MANAGERIAL REASON. THIS IS NOT REQUIRED BY OPI. Expenditures for replacement equipment, the cost of which does not meet the capitalization policy of the district. (Usually under \$300.)
681	<b>Major Computer Software.</b> Expenditures for computer software, the cost of which does not meet the capitalization policy of the district. (Usually under \$300). Include license fees for using software.
682	<b>Major Media Software.</b> ("Audio Visual") Expenditures for media software, the cost of which does not meet the capitalization policy of the district. Media software includes videos, filmstrips, cassettes, records, games, study prints, manipulatives, laser disks, compact disks, slides, 16mm films, and material kits. (Usually under \$300.)
<b>700</b>	<b>Capital Outlay.</b> Expenditures from governmental and expendable trust funds for the acquisition of fixed assets, such as land, buildings, building improvements, and equipment should be charged to the following object accounts. Expenditures for fixed assets acquired by proprietary and non-expendable trust funds should be recorded directly to the fixed asset balance sheet accounts rather than line item expenditures accounts. Expenditures charged to these objects should parallel the federal and district's capitalization policies for fixed assets. Assets purchased from federal funds and costing over \$5,000 should be coded using one of the following appropriate 700 series object codes. Assets purchased from local or state funds should be coded to those object codes if the cost is within the district's capitalization policy.
710	<b>Land</b> Expenditures for the purchase of land and existing improvements thereon. Purchases of air rights, mineral rights, and the cost to prepare the land for use are included here. This object is used only with function 4100. At the end of the fiscal year, the balance in this account should be recorded in the General Fixed Asset Account Group (GFAAG) under balance sheet account 311 Land and the appropriate Investment in General Fixed Asset account 91X.
715	<b>Land Improvements.</b> Expenditures for contracted construction of land improvements should be recorded here. Land improvements include grading, landscaping, sod, seeding, and planting of shrubs and trees; constructing new sidewalks, roadways, retaining walls, sewers and storm drains; installing hydrants; surfacing and soil treatment of athletic fields and

## CHART OF ACCOUNTS

### 3-0600.50 EXPENDITURE OBJECT CODE DEFINITIONS (cont'd)

#### Code

#### Expenditure Object Code Definition

tennis courts; furnishing and installing fixed playground apparatus, flagpoles, gateways, fences, and underground storage tanks which are not parts of building service systems; and demolition work.

If district employees construct land improvements, charge salaries (1XX), benefits (2XX), and supplies (610), etc. to function 2600-Operations and Maintenance of Plant. Charge materials to object 715.

Object 715 should be used only with function 4200.

"Infrastructure" assets such as sidewalks, curbs, gutters, etc. are not normally recorded in the GFAAG. If these costs are recorded as fixed assets, the balance in this account at the end of the fiscal year should be recorded in the GFAAG under balance sheet account 321 Land Improvements and the appropriate Investment in General Fixed Asset account 91X. If the district does not record these costs as fixed assets, the expenditures for capital outlay (4XXX) in a fiscal year will not agree with the net increase in the value of the district's total fixed assets as shown in the GFAAG that year.

720 **Purchase of Existing Buildings** (used with function 45XX).

Costs of acquiring existing buildings, including payment of the total principal portion capital leases (excluding interest) used to purchase existing buildings. (See section 5-1330.31 for recording capital leases.) For construction of buildings, see object 725.

725 **Major Construction Services** (Use with functions 45XX Buildings or 46XX Building Improvements) Expenditures for constructing new buildings and major renovating and remodeling paid to contractors for major permanent structural alterations, initial or additional installation of heating and ventilating systems, electrical systems, plumbing systems, fire protection systems, and other service systems in existing buildings. Includes architect fees to be capitalized as part of the cost of the building.

Improvements to buildings (such as replacement of worn carpeting, flooring, ceiling tiles, etc.) must be classified either as repairs/maintenance or as betterments increasing the value of the building. Betterments should be charged to XXX-XXX-46XX-725. Maintenance/repairs should be charged to XXX-XXX-26XX-440 Repairs or 460 Minor Construction Services.

At the end of the fiscal year, the balance charged to object 725 should be recorded in the General Fixed Asset Account Group (GFAAG) under balance sheet account 331 Buildings and Building Improvements if the project is complete or account 351 Construction Work in Progress and the appropriate Investment in General Fixed Asset account 91X. This object should only be used with function 4500 and 4600.

**New Buildings Constructed by Contractors:**

Expenditures for building new buildings or building improvements by contractors should be charged to object 725 Major Construction Services.

## CHART OF ACCOUNTS

### 3-0600.50 EXPENDITURE OBJECT CODE DEFINITIONS (cont'd)

#### Code

#### Expenditure Object Code Definition

##### **New Buildings Constructed by District Employees:**

When buildings or building improvements are constructed by district employees, expenditures for salaries (1XX), benefits (2XX), and supplies (6XX) should be recorded under function 2600-Operations and Maintenance of Plant. Materials should be recorded under 725 Buildings and Building Improvements. Building materials include carpet, drapes, built-in shelving, chalkboards, floor and ceiling tile, wood, sheet rock, etc.

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|-----|---|
| 730 | <b>Major Equipment - New.</b> Expenditures for the purchase of equipment, machinery, furniture, and vehicles.   |
| 731 | <b>New Machinery.</b> Expenditures for machinery usually composed of a complex combination of parts (excluding vehicles). Examples are lathes, drill press, printing press, etc. Usually used with functions 1000 and 2600.   |
| 732 | <b>New Vehicles.</b> Expenditures for vehicles used to transport persons or objects. Examples are automobiles, trucks, buses, station wagons, and vans. Usually used with functions 2630 and 2700.  |
| 733 | <b>New Furniture.</b> Expenditures for new furniture. Furniture include desks, chairs, moveable shelving, etc. Usually used with all functions, except 5000.  |
| 734 | <b>Other New Equipment.</b> Expenditures for all other new equipment not classified elsewhere in the 730 object series.   |
| 740 | <b>Major Equipment - Replacement.</b> REPLACEMENT EQUIPMENT MAY BE RECORDED USING 730 MAJOR EQUIPMENT-NEW UNLESS THE BOARD DETERMINES IT MUST TRACK REPLACEMENT COSTS FOR SOME MANAGERIAL REASON. THIS IS NOT REQUIRED BY OPI. Expenditures for the replacement of equipment, machinery, furniture, and vehicles.   |
| 741 | <b>Replacement Machinery.</b> Expenditures for replacement machinery usually composed of a complex combination of parts (excluding vehicles). Examples are lathes, drill press, printing press, etc. Usually used with functions 1000 and 2600. (Note: This account code is generally used only for replacement buses and radios purchased from the bus depreciation fund.) |
| 742 | <b>Replacement Vehicles.</b> Expenditures for replacement vehicles used to transport persons or objects. Examples are automobiles, trucks, buses, station wagons, and vans. Usually used with functions 2630 and 2700.  |

## CHART OF ACCOUNTS

### 3-0600.50 EXPENDITURE OBJECT CODE DEFINITIONS (cont'd)

Code	Expenditure Object Code Definition
743	<b>Replacement Furniture.</b> Expenditures for replacement furniture. Furniture include desks, chairs, moveable shelving, etc. Usually used with all functions, except 5000.
744	<b>Other Replacement Equipment.</b> Expenditures for all other replacement equipment not classified elsewhere in the 740 object series.
750	<b>Depreciation.</b> The portion of the cost of a fixed asset, except for land, which is charged as an expense during a particular period. In accounting for depreciation, the cost of a fixed asset, less any salvage value, is allocated over the estimated service life of the asset, and each accounting period is charged with a portion of such cost. Through this process, the cost of the asset is ultimately charged off as an expense. The recording of depreciation is mandatory in the proprietary funds and non-expendable trust funds and optional for assets recorded in the GFAAG. Land is never depreciated.
780	<b>Major Computer Hardware.</b> Expenditures for computer hardware, monitors, overhead projection devices for computers, computer packages. See object codes 681 and 682 for reporting computer software expenditures.
781	Major Computer Hardware.
782	Major Computer Software.
<b>800</b>	<b>Other Objects.</b> Amounts paid for goods and services not otherwise classified above. Object 800 may not be used with functions 5100, 5200, 5300, 6100, 6200, or 6300. Use objects below wherever appropriate.
810	<b>Dues and Fees.</b> Expenditures or assessments for membership in professional or other organizations.
820	<b>Judgments Against the School District.</b> Expenditures from current funds for all judgments (except as indicated below) against the school district that are not covered by liability insurance, but are of a type that might have been covered by insurance. Only amounts paid as the result of court decisions are recorded here. Judgments against the school district resulting from failure to pay bills or debt service are recorded under the appropriate expenditure accounts as though the bills or debt service had been paid when due. This object is used only with function 2310.
830	<b>Special Assessments.</b> Expenditures to repay long term debt related to sidewalks, curbs, and storm sewers projects levied against school district property. Special assessments for maintenance fees, such as, street lighting, landfill or garbage services, etc. should be coded to object 440 or any other appropriate object.

## CHART OF ACCOUNTS

### 3-0600.50 EXPENDITURE OBJECT CODE DEFINITIONS (cont'd)

Code	Expenditure Object Code Definition
840	<b>Principal on Debt.</b> Outlays from current funds to retire bonds, capital leases, and long-term loans with the Board of Investments. Include outlays from refunding bonds to retire old issues. Repayment of short-term notes or loans with the Board of Investments should not be recorded as an expenditure but recorded using balance sheet account 650, Loans Payable. Only interest on short term notes should be recorded as an expenditure.
850	<b>Interest on Debt.</b> Expenditures for interest on bonds, capital leases, loans with the Board of Investments, and registered warrants.
860	<b>Agent Fees/Issuance Costs.</b> Expenditures to fiscal agent who handles bond and coupon redemption (Function 51XX/63XX), long term loans, or investments. Includes expenditures for commitment fees or loan origination fees charged by the Board of Investments for INTERCAP loans (Function 52XX), fees charged by the county treasurer for administering investments in a county investment program (Function 23XX), or debt issuance costs (Function 4600). Debt issuance costs should be capitalized as fixed assets when bond proceeds are used to build or remodel school structures.
870	<b>Student Scholarships.</b> Expenditures to colleges or universities for students scholarships. Usually paid from the Endowment Fund. Usually used with program 800 and function 3300.
880	<b>Other Vocational Education Related Costs.</b> Expenditures for vocational education costs relating to student organizations, dues, registration fees, official clothing, etc.
<b>892</b>	<b>Material Prior Period Expenditure Adjustments.</b> (Use with XXX-999-9999-892) Expenditure adjustments relating to a prior fiscal year including adjustments for material accrual understatements. Charges to 892 are subject to the total budget limitations of the fund. Immaterial accrual understatements should be charged to the appropriate current year object code. See Topic 5-0360 and 5-0280 for discussion of accrual understatements and overstatements and revenue source 6100 Material Prior Period Revenue Adjustments. This object would include audit findings which result in material refunds of state or federal funds. As provided in A.R.M 10.10.305(2), a budget transfer may be made from other appropriations to provide budget authority for transactions recorded in this account. NEVER NEGATIVE.
<b>Other Uses of Funds.</b> Includes transactions which are not properly recorded as expenditures by the school district, but require budgetary or accounting control. Usually used with governmental type funds or expendable trust funds.	
910	<b>Operating Transfers to Other Funds.</b> Used to account for the operating transfer from the General Fund to Compensated Absence Fund or the General Fund to the Litigation Reserve Fund. In the General Fund, use 910 to record a transfer to the Self Insurance - Health Fund to fund costs of the self insurance fund which exceed the actuarially determined premium. Do not use 910 to record transfers between funds which are quasi-external transactions, reimbursements to correct coding errors, residual equity transfers, or interfund loans here. See Topic 5 for discussion of interfund transfers.



## CHART OF ACCOUNTS

### 3-0600.50 EXPENDITURE OBJECT CODE DEFINITIONS (cont'd)

Code	Expenditure Object Code Definition
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When preparing GAAP financial statements, objects 920, 930 and 940 may be classified under an appropriate function other than 6200. OPI uses these accounts from the Trustees' Report to eliminate duplicate reporting of expenditures on a statewide basis. They are not "Other Financing Uses" as defined by generally accepted accounting principles.

920     **Resources Transferred to Other School Districts or Cooperatives.** Used to account for resources recorded as revenue by one district or cooperative, but transferred to another district or cooperative for expenditure. For example, a lump sum payment or contribution to a special education cooperative for a member's prorated share of the cooperative's budget should be recorded using 920. The paying district or cooperative must identify the original source of the money transferred to the receiving district or cooperative. See revenue source 5700 and 5710. Used with function 6200 only.

Contracts for specific services such as graphic arts, data processing, purchasing, and warehousing received from other school districts, rather than private contractors, should be recorded using object code 351. Contracts for services, such as audiologists, speech or physical therapy, provided by cooperatives rather than private contractors, should be recorded using object code 354.

Use 930 for transferring grant money to other districts or cooperatives.

930     **Federal or State Grant Resources Transferred to Other School Districts or Cooperatives.** (Use with XXX-\_\_\_\_-62XX-930-\_\_\_\_) Used to record the transfer of grant money received by one district or cooperative and transferred to another district or cooperative for expenditure. See Topic 5 for a discussion of interdistrict transactions. The paying district or cooperative must identify the original source of the money being transferred by using a project reporter code with the expenditure code for the transfer. See revenue source code 5700. Use with function 6200 only.

Use 920 for transferring non-grant money to other districts or cooperatives.

940     **Indirect Costs.** Used to record the transfer of indirect cost recoveries from grants to the indirect cost pool in Miscellaneous Fund 15. Use with function 6200. (Code using XXX-\_\_\_\_-62XX-940-\_\_\_\_).

971     **Residual Equity Transfers Out.** (Use with XXX-999-9999-971) This account is used to record nonrecurring or nonroutine transfers of equity between funds (i.e. residual balances of discontinued funds which are transferred to the general fund.) Used with program 999 and function 9999. See revenue source code 9710 for recording residual equity transfers in. Total residual equity transfers out for all funds must equal total residual equity transfers in for all funds.

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